

Topic:

Associate to a Case

Summary: *This guide will provide an overview of the features available to self-represented litigants within eCourts.*

This Guide is for: *Self represented litigants who wish gain access to their case when restricted from public access.*

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Registering with the New Jersey Courts

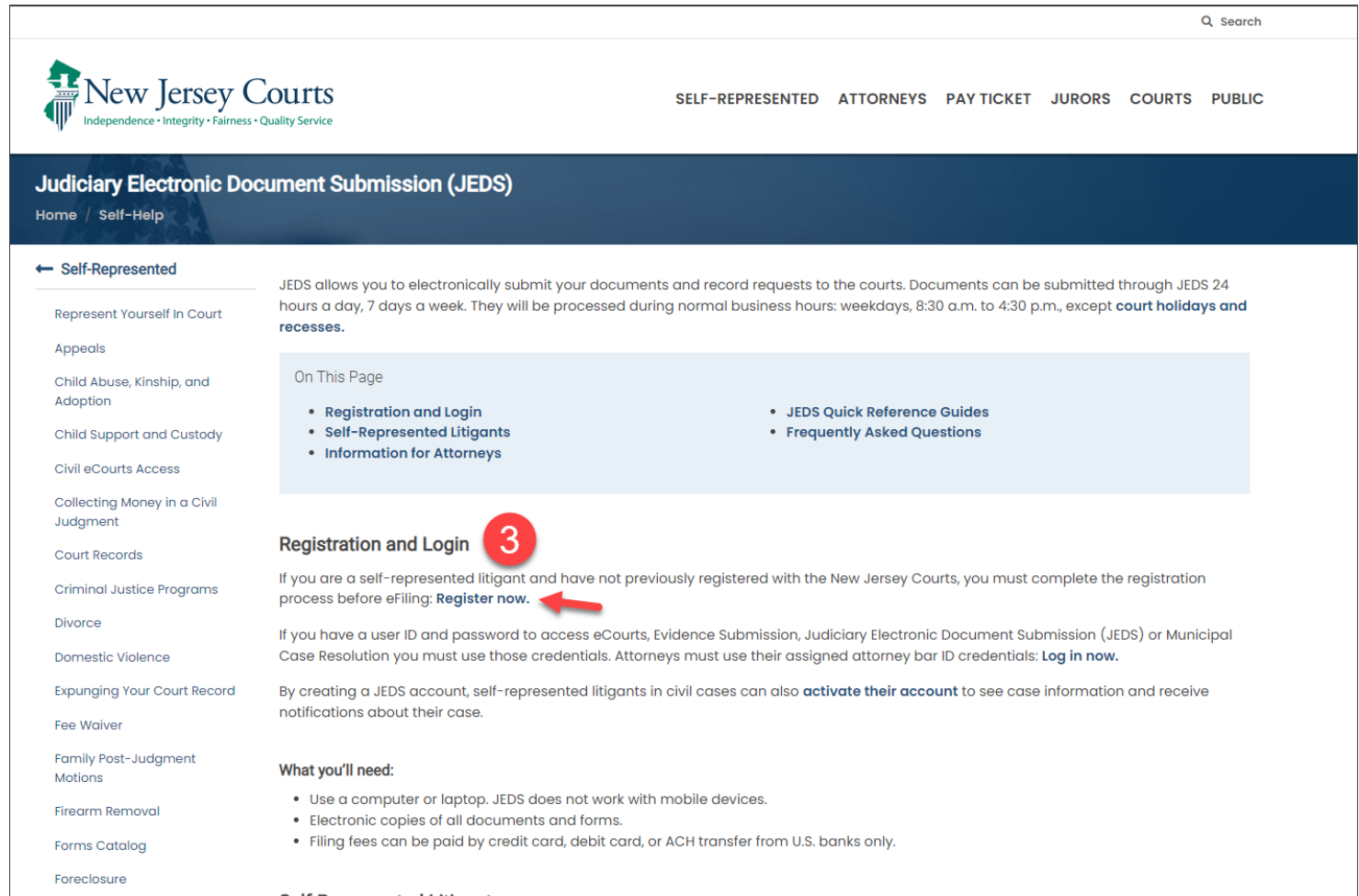
To utilize online resources, access your non-public case jacket in eCourts, or file online with JEDS, you must first sign up and register with the New Jersey Courts.

1. To register, please go to <https://www.njcourts.gov>
2. From the NJ Courts home page, click **Submit Court Documents Online (JEDS)**.


The screenshot shows the official website of the New Jersey Judiciary. The browser address bar displays <https://www.njcourts.gov> with a red circle and the number 1 next to it. The website header includes the New Jersey Courts logo and navigation links: SELF-REPRESENTED, ATTORNEYS, PAY TICKET, JURORS, COURTS, PUBLIC. A dark blue banner reads "Official Website of the New Jersey Judiciary". Below this, there are several service tiles. The tile for "Submit Court Documents Online (JEDS)" is highlighted with a red circle and the number 2. Other tiles include Forms Catalog, Request Court Records, Attorney Registration, Find Help, Court Opinions, Job Opportunities, Jury Reporting Information, and eCourts and Electronic Filing.

3. Under the Registration and Login section, click the **Register Now** link.

NOTE: If you already have an account with NJ Courts you can click the **Log in now** link.



Q Search

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SELF-REPRESENTED ATTORNEYS PAY TICKET JURORS COURTS PUBLIC

Judiciary Electronic Document Submission (JEDS)

Home / Self-Help

← Self-Represented

- Represent Yourself In Court
- Appeals
- Child Abuse, Kinship, and Adoption
- Child Support and Custody
- Civil eCourts Access
- Collecting Money in a Civil Judgment
- Court Records
- Criminal Justice Programs
- Divorce
- Domestic Violence
- Expunging Your Court Record
- Fee Waiver
- Family Post-Judgment Motions
- Firearm Removal
- Forms Catalog
- Foreclosure

JEDS allows you to electronically submit your documents and record requests to the courts. Documents can be submitted through JEDS 24 hours a day, 7 days a week. They will be processed during normal business hours: weekdays, 8:30 a.m. to 4:30 p.m., except **court holidays and recesses**.

On This Page

- Registration and Login
- Self-Represented Litigants
- Information for Attorneys
- JEDS Quick Reference Guides
- Frequently Asked Questions

Registration and Login 3

If you are a self-represented litigant and have not previously registered with the New Jersey Courts, you must complete the registration process before eFiling: **Register now.** →

If you have a user ID and password to access eCourts, Evidence Submission, Judiciary Electronic Document Submission (JEDS) or Municipal Case Resolution you must use those credentials. Attorneys must use their assigned attorney bar ID credentials: **Log in now.**

By creating a JEDS account, self-represented litigants in civil cases can also **activate their account** to see case information and receive notifications about their case.

What you'll need:

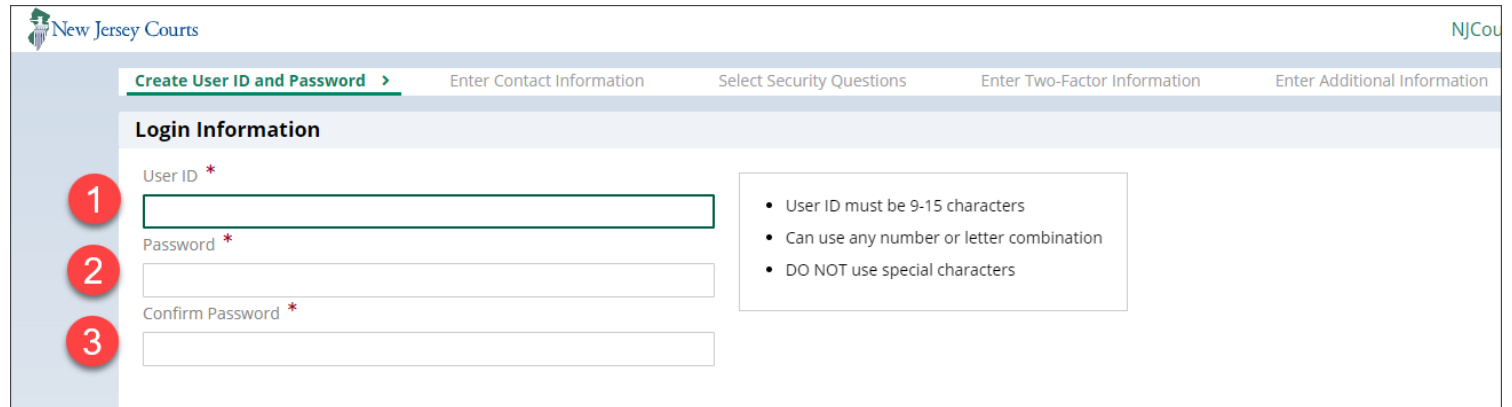
- Use a computer or laptop. JEDS does not work with mobile devices.
- Electronic copies of all documents and forms.
- Filing fees can be paid by credit card, debit card, or ACH transfer from U.S. banks only.

Self-Represented Litigants

Create User ID and Password

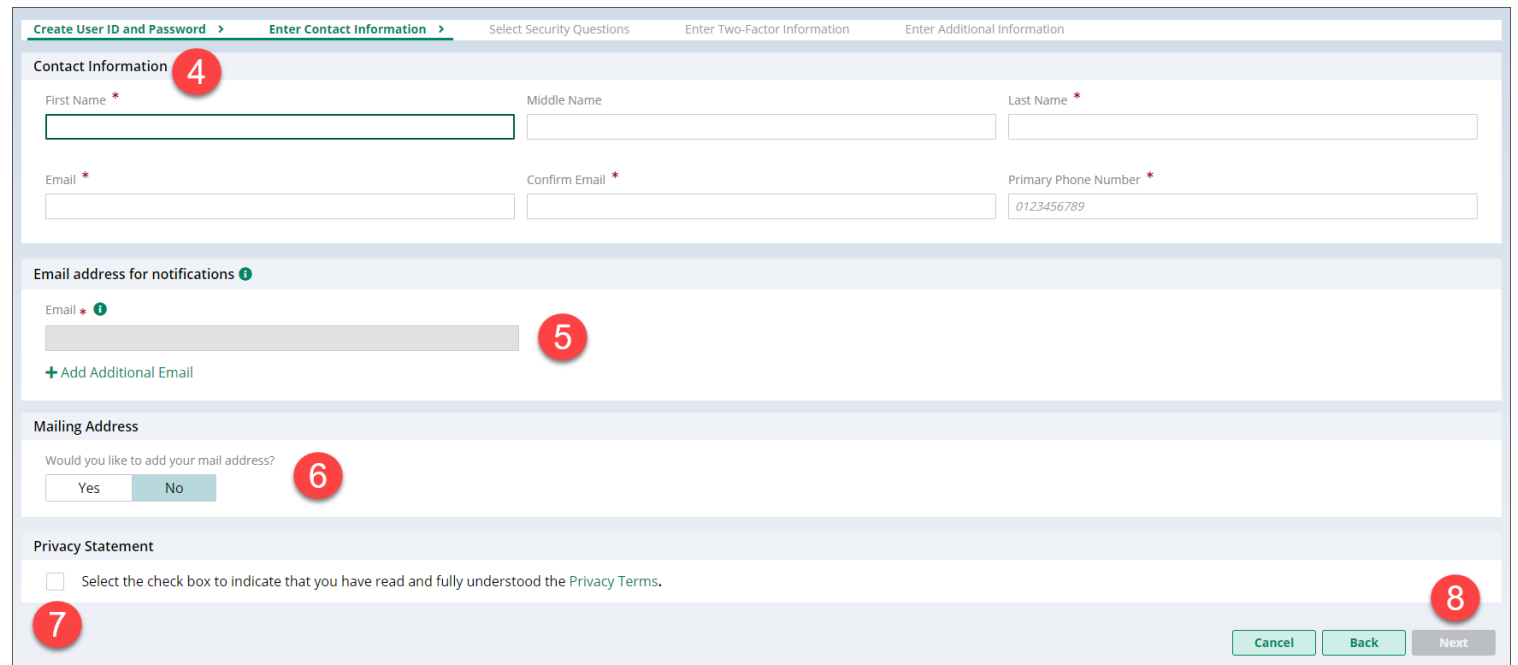
1. Create a User ID.
2. Create a password.
3. Confirm password.

Then click **Next**.



Enter Contact Information

4. Complete all of the fields in the **Contact Information** section. Please note that this information is not shared in any way.
5. Provide at least one **email address for notifications**. You can add more by clicking **+ Add Additional Email**.
6. Choose Yes or No to add **a mailing address**.
7. Select the checkbox to acknowledge the **Privacy Statement**.
8. Click **Next**.



Select Security Questions

9. Select 3 security questions and answers to help secure your account and to assist in your authentication in case you cannot access your account in the future.

Click [Next](#) .

Enter Two-Factor Information

NJ Courts also utilizes a security feature called Two-Factor Authentication. When logging in, every user will be sent a code to one of the contact methods provided to verify that you're the one who is accessing the system.

- 10. Enter an **email address**.
- 11. Select the **country code** for your mobile number.
- 12. Enter a **mobile number** that can receive text messages.

Click [Next](#) .

[Create User ID and Password](#) >
 [Enter Contact Information](#) >
 [Select Security Questions](#) >
 [Enter Two-Factor Information](#)
[Enter Additional Information](#)

Security Questions 9

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

Question 3 *

Answer 3 *

[Create User ID and Password](#) >
 [Enter Contact Information](#) >
 [Select Security Questions](#) >
 [Enter Two-Factor Information](#) >
 [Enter Additional Information](#)

Two-Factor Information

Email * 10

Country Code * 11 Mobile number * 12

Enter Additional Information

13. On the next page, select Yes or No to register for the Law Clerk Portal. Only law clerks should select Yes.

Then click [Register](#).

Activation Email

The system will display a message saying that your registration is pending action.

An activation email will be sent to the email address you provided when you registered.

Create User ID and Password > Enter Contact Information > Select Security Questions > Enter Two-Factor Information > Enter Additional Information

Law Clerk Portal Registration Only

Are you registering for the Law Clerk Portal? **13**

Yes No

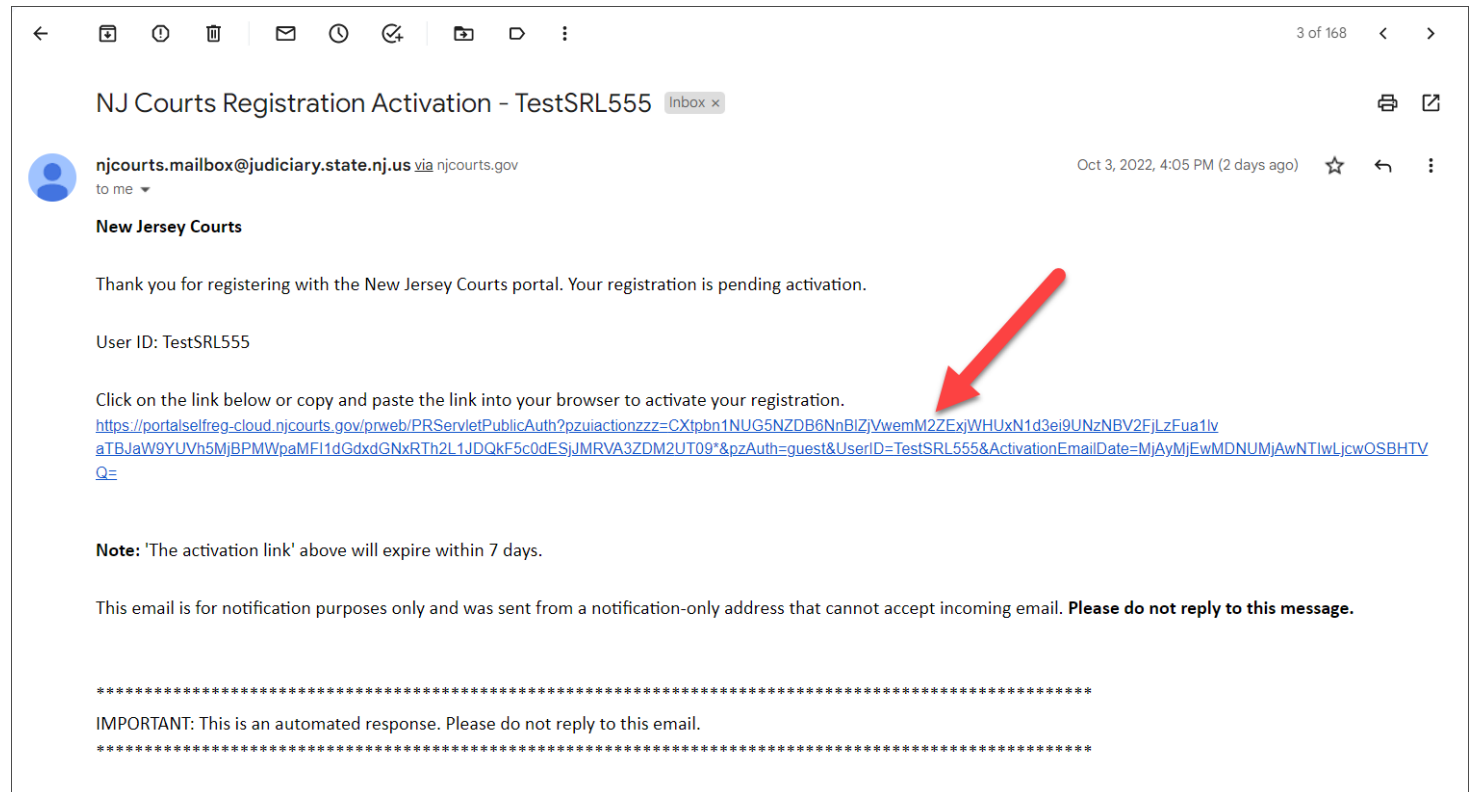
Your registration is pending action.

In a few moments, you will receive an email containing an activation link. If you have not received an activation email, check your spam or junk folder.

Quick Links

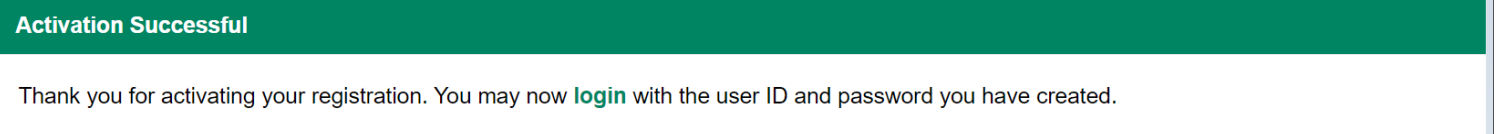
[Resend Activation Email](#)

The activation email will be sent from NJ Courts. Open the email and click on the link inside.



After clicking the link, you should receive an “Activation Successful” message. This will complete the registration process.

You can now login to your NJ Courts account. Click **login** and it will take you to the login screen.



Login

Once on the login screen, type the:

1. **User ID** that you used to create your account
2. The **password** you created.
3. Then click the **Login** button.

Login

Log in help

To request information about your existing ID click **Forgot User ID?**

Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in

1. Click the **Forgot Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still unable to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 for assistance.

To access the New Jersey Courts website, click NJCourts.gov

Browser compatibility

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

Enter user ID and password. If you have been provided with a temporary password, login below.

User ID * [Forgot User ID?](#)

1


Password * [Forgot Password?](#)

2

3

[Resend Activation Email](#)

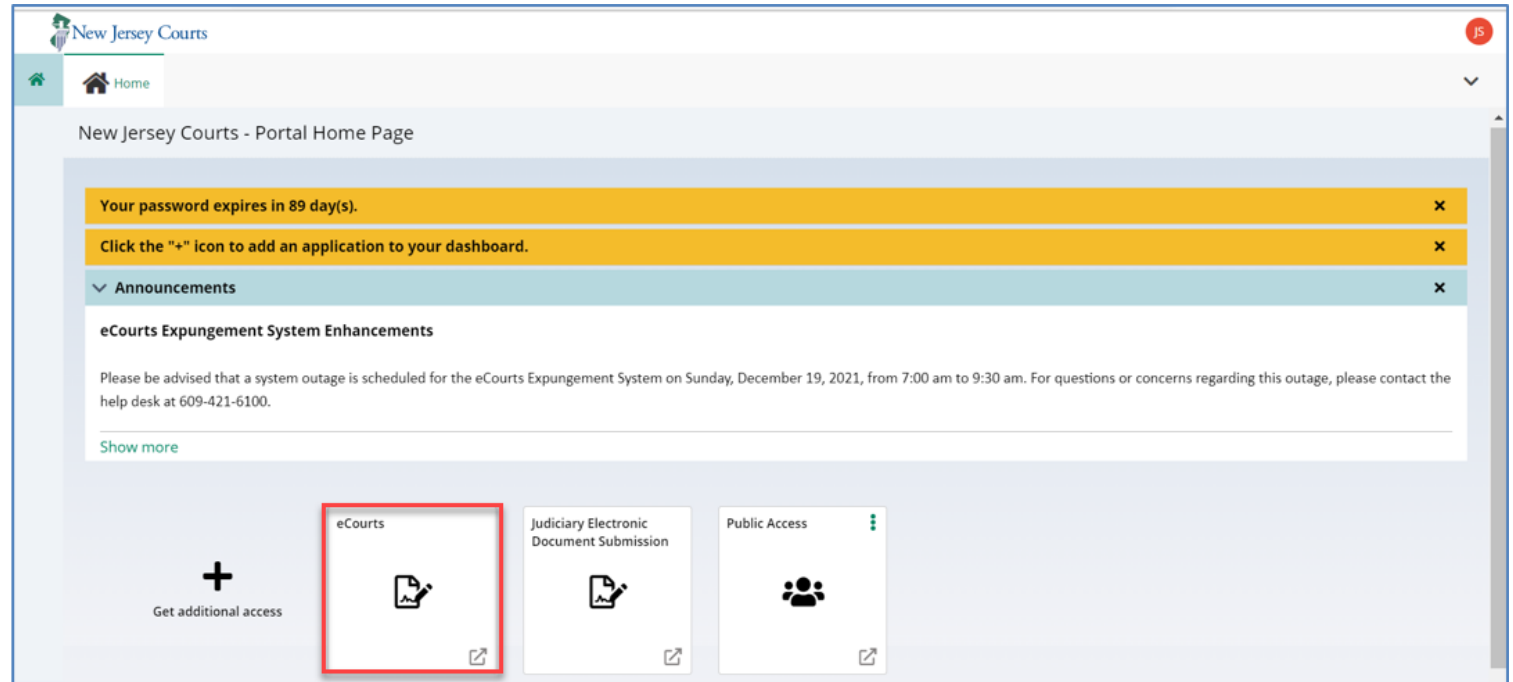
NJ Courts Home Page

After logging in, the system will display the  Home page.

At the bottom of the screen there will be several tiles. Click on the eCourts tile to open eCourts.

NOTE: You may also access JEDS to electronically file to the Courts.

If you wish to leave and come back another time use this link/web address to directly access the login page again: [NJCourts Online: Login](#)



eCourts Participation Agreement

If this is your first time accessing eCourts after registering on NJ Courts, you will be prompted to complete a one-time only certification and participation agreement acknowledgment.

Please read the Participation Agreement, which is Step 1, within the Initial Registration.

When done,

1. Click the two (2) Certification Check Boxes to acknowledge that you have read, understand, and agree to the agreement as well as agree to accept electronic service.
2. Then click **Save and Continue**

Initial Registration

Please review the participation agreement for electronic filing in the New Jersey Trial Courts
To register, please complete the certification below, then click "Save and Continue".

Step 1 - Read the Participation Agreement

Please read the Terms and Conditions for eCourts Participation:

LIMITED ACCESS

The participant's access shall be limited to those specific applications to which access has been granted. The participant will not use any application to obtain or attempt to obtain access to court records or files that are inaccessible to the public pursuant to court rule or the access rules of the application. Upon any such use or attempted use, the Judiciary may immediately suspend access to the application on security grounds without prior notice to the participant.

Upon the use or attempted use of a participant's logon identification or password by unauthorized person(s) or for unauthorized purpose(s), the Judiciary may immediately suspend access without prior notice to the participant.

SECURITY PROCEDURES

If a participant believes that any of its assigned logon identifications or passwords are being used by someone other than the participant or the participant's authorized employee or agent, the participant shall notify the Judiciary immediately.

Step 2 - Complete Certifications

Please complete the following.

- I confirm that I have read, understood, and agree to abide by the terms of the user agreement above (Click [here](#) to print a copy).
- I agree to accept electronic service.

1

Save and Continue

2

On the next screen, please verify your contact information.


1. You may add and/or change any email address in the “Email Address for Electronic Notification” fields.

You may have up to three address to receive notifications, but it is not necessary. The minimum requirement is one email address to be entered in the

* Email 1 field.

2. Then in the Certification of Information section, click the checkbox to indicate that you certify that the information is correct. The system will not allow you to proceed if it is not checked off.

3. Click 



Judiciary eCourts System - Special Civil Part

New Jersey Courts
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My Account | Home | Help | Logout

User: newprose413

Judiciary Help Desk: 609-421-6100
 eCourts Support: 8:00 AM - 5:00 PM Normal Business Days

Verify Information and Enter Email Address


eFiling Contact Information

Please verify the following information to begin electronic filing.
 Please review or edit, if necessary, the email addresses for electronic notification. All filing correspondence and notification will be sent to email addresses provided.
 To return to Registration & Contact Information, please click 'My Account' above.

Agency Name and Address *	Email Addresses for Electronic Notifications
123 main st anytown, NJ 08052	* Email 1 <input type="text" value="michael.levins1@lab.judiciary.state.nj.us"/> Email 2 <input type="text"/> Email 3 <input type="text"/>

Certification of Information

I certify that all the information is true and accurate.



1

2

3

Associate to a Case

To be able to review your case which is restricted from the public, you must first submit a request to associate yourself to your case.

To do this, on the Welcome to eCourts screen:

1. Click the “Associate to a Case – Service Notifications” tab.
- OR
2. Click on the [Associate to Case](#)

NOTE: The associate to a case functionality is only available for the following Court/Divisions:

- Tax,
- Civil Part (L docket),
- Special Civil Part (LT dockets only) or
- General Equity – Foreclosure (F docket).

Judiciary eCourts System - Special Civil Part

My Account | Home | Help | Logout

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eCOURTS HOME ASSOCIATE TO A CASE - SERVICE NOTIFICATIONS MY CASE LIST CASE JACKET User: newprose413

Welcome to eCourts

Select Court/Division: Special Civil Part [View Case Jacket](#) [Associate to Case](#)

eCourts Support and Contact Info
Judiciary Help Desk: 609-421-6100
eCourts Support: 8:00 AM - 5:00 PM Normal Business Days
Need help? Check out our [training materials](#) and [FAQ](#)

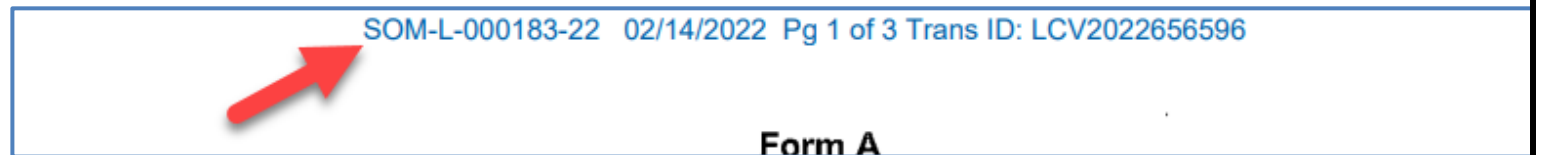
Announcements
There are no announcements.

To Return to Verify Agency and Email Screen click "Back" [Back](#)

On the Associate to a Case page, enter the Docket Number of your case in the fields provided:

1. Select the county for your case.
2. Select the case type.
3. Enter the docket number (aka case number)
4. Then enter the two-digit year which is part of the docket number.
5. Click


NOTE: Any documents processed by the court for your case will have a stamp at the top of the document. This information contains the docket number.

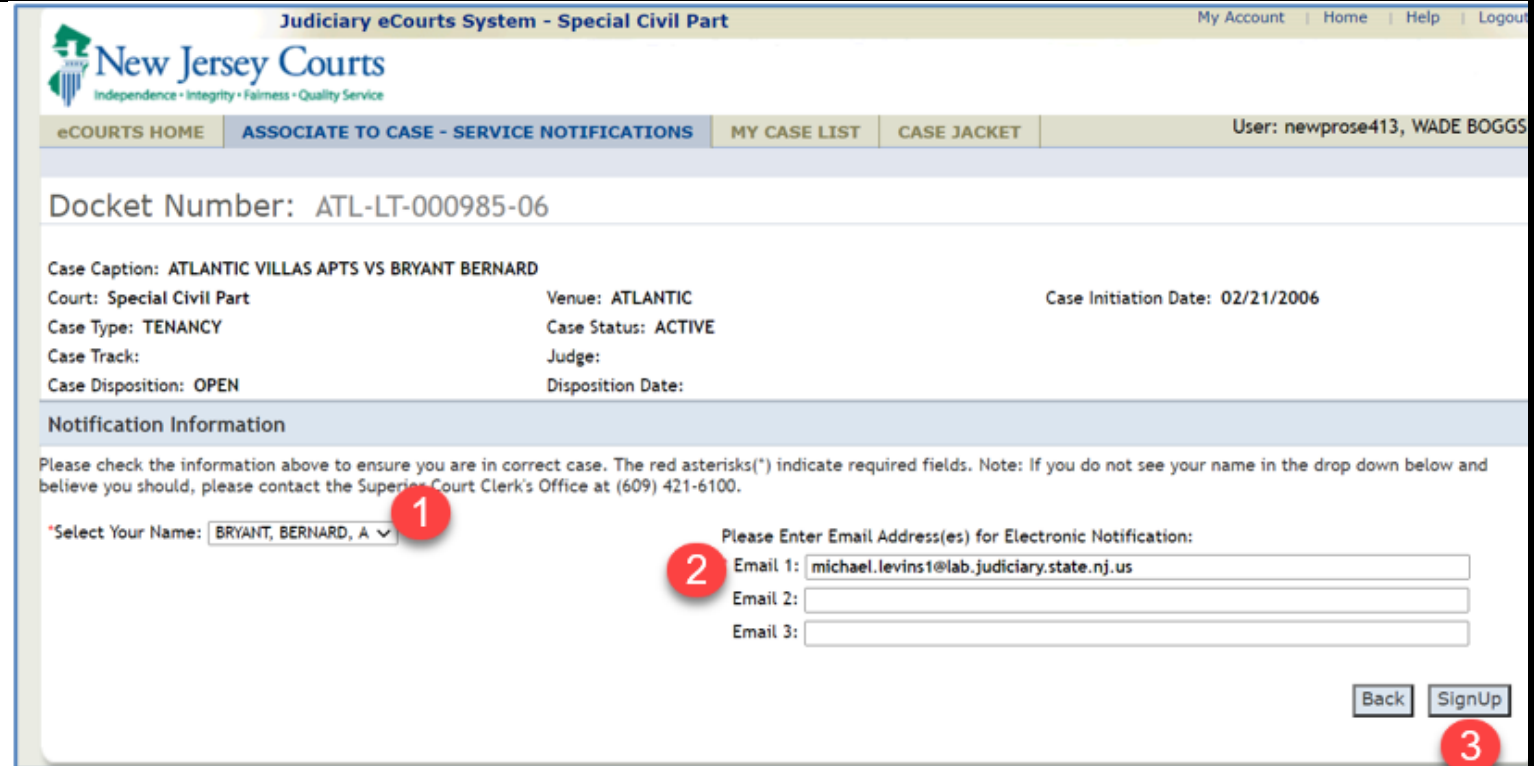
SOM-L-000183-22 02/14/2022 Pg 1 of 3 Trans ID: LCV2022656596

Form A

If the system finds a match on the docket number entered, the system will return the case details, and a list of parties that do not have an attorney.

1. Find your name on the “Select Your Name” dropdown list.
2. Also, you can update the email address(es) at which you wish to receive eCourts notifications.
3. When done, click 

NOTE: If your name is not displayed in the list, please call the helpdesk for assistance. Also, if you are or were represented by an attorney, your name will not appear. If you are no longer represented by an attorney, please call the help desk to remove that information from the court record.



The screenshot shows the Judiciary eCourts System - Special Civil Part interface. At the top, there is a navigation bar with links for My Account, Home, Help, and Logout. Below this is the New Jersey Courts logo and a user profile for 'newprose413, WADE BOGGS'. The main content area displays case details for Docket Number ATL-LT-000985-06, including case caption, court, case type, and status. A 'Notification Information' section contains a dropdown menu for selecting a name (labeled with a red '1'), a text input field for an email address (labeled with a red '2'), and a 'SignUp' button (labeled with a red '3').

Judiciary eCourts System - Special Civil Part

My Account | Home | Help | Logout

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eCOURTS HOME | ASSOCIATE TO CASE - SERVICE NOTIFICATIONS | MY CASE LIST | CASE JACKET | User: newprose413, WADE BOGGS

Docket Number: ATL-LT-000985-06

Case Caption: ATLANTIC VILLAS APTS VS BRYANT BERNARD
 Court: Special Civil Part | Venue: ATLANTIC | Case Initiation Date: 02/21/2006
 Case Type: TENANCY | Case Status: ACTIVE
 Case Track: | Judge:
 Case Disposition: OPEN | Disposition Date:

Notification Information

Please check the information above to ensure you are in correct case. The red asterisks(*) indicate required fields. Note: If you do not see your name in the drop down below and believe you should, please contact the Superior Court Clerk's Office at (609) 421-6100.

*Select Your Name: BRYANT, BERNARD, A (1)

Please Enter Email Address(es) for Electronic Notification:

Email 1: michael.levinst@lab.judiciary.state.nj.us (2)

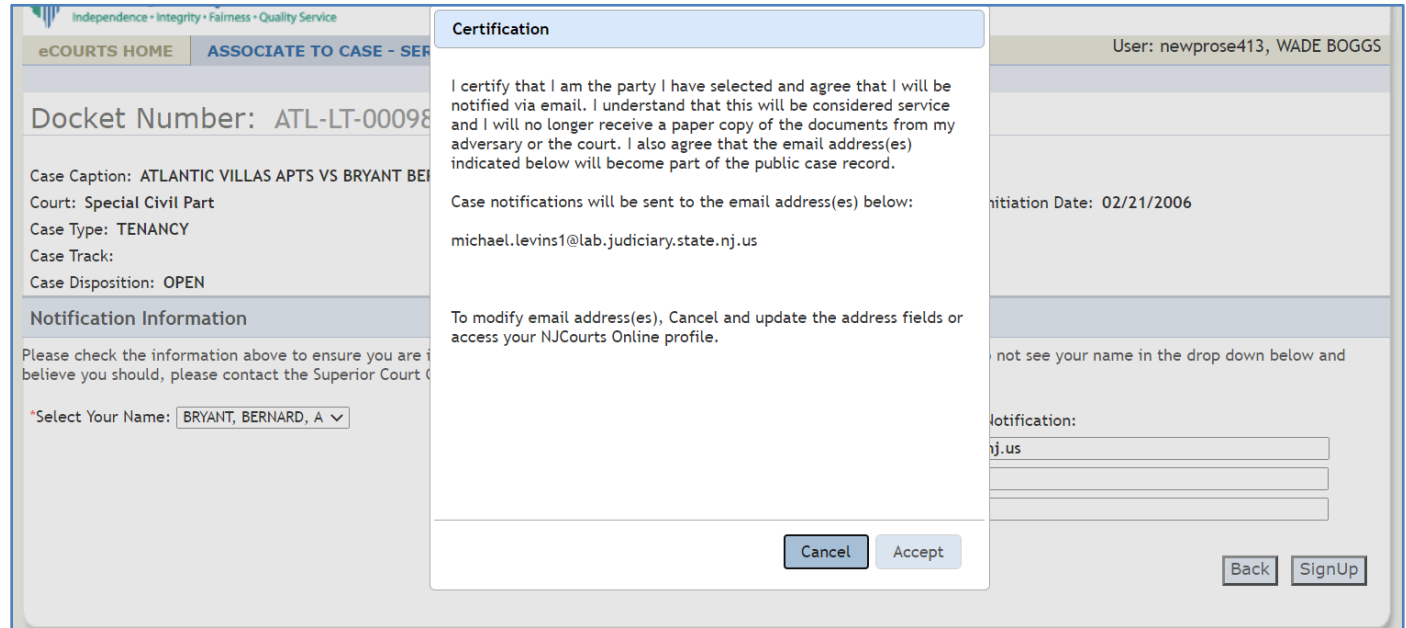
Email 2:

Email 3:

Back | SignUp (3)

Certification

Prior to submitting their association request, the user must accept the terms of the certification agreement.



Certification

I certify that I am the party I have selected and agree that I will be notified via email. I understand that this will be considered service and I will no longer receive a paper copy of the documents from my adversary or the court. I also agree that the email address(es) indicated below will become part of the public case record.

Case notifications will be sent to the email address(es) below:
 michael.levins1@lab.judiciary.state.nj.us

To modify email address(es), Cancel and update the address fields or access your NJCourts Online profile.

Cancel Accept

Notification Information

Please check the information above to ensure you are i believe you should, please contact the Superior Court C

*Select Your Name: BRYANT, BERNARD, A ▾

Once the certification has been acknowledged, the user will receive a confirmation message.



Judiciary eCourts System - Special Civil Part

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eCOURTS HOME ASSOCIATE TO CASE - SERVICE NOTIFICATIONS MY CASE LIST CASE JACKET User: newprose413, WADE BOGGS

Confirmation

- ✓ Your request to be associated to LT-000985-006 has been received, and will be reviewed by the Superior Court Clerk's Office.
- ✓ Once access has been granted, you will receive an email with further instructions.

Associate to Another Case

Approved Association Requests

If the request is approved by the Superior Court Clerk's Office (sometimes takes 24-48 hrs), the system will generate an email notification which is sent to the email address you provided.

Also, an entry will be added to the eCourts Case Jacket, alerting all parties to the fact that you have agreed to the terms of electronic service.

Approval Notice-Special Civil Part ATL-LT-000985-06

eCourts

To: Michael Levins

***** THIS IS A TEST EMAIL PLEASE IGNORE *****

*****IMPORTANT: This is an automated response. Please do not reply to this email.*****
 Your request has been approved, and you will now receive electronic notifications regarding your case.
 You can access eCourts, via this [Login](#)

*****IMPORTANT: This is an automated response. Please do not reply to this email.*****

User: Michael.Levins1



CASE JACKET

Docket Number: ATL LT 000985 - 06

Case Caption: Atlantic Villas Apts Vs Bryant Bernard
 Court: Special Civil Part
 Case Type: Venue: Atlantic
 Case Track: Case Status: Active
 Case Disposition: Open Judge: Case Initiation Date: 02/21/2006
Statewide Lien: Age: 14 YR 07 MO
Demand Amount: \$250.00
Jury Demand: None Disposition Date:

▶ Atlantic Villas Apts

Case Actions

Filed Date ▲	Filings ▼	Docket Text ▼	Transaction ID ▼	Entry Date ▼	Entered By ▼
10/13/2020	 	NOTICE: Self represented litigant BRYANT, BERNARD, A has certified and agreed to receive electronic service	SCP202011434	10/13/2020	Michael.Levins1

Along with that entry in the case jacket, the system will store a copy of the certification agreement that was previously acknowledged by the filer.

Note: For L and LT dockets, associated users will be able to access their case jacket regardless of whether the case meets the criteria for public access viewership.

Case Access

Once approved, you may proceed to view your case which is restricted from public view.

On the top of the eCourts screen,

1. Click on the Case Jacket tab

OR

2. Click on the View Case Jacket button as shown.

QA ATL-LT-000985-06 10/13/2020 3:52:13 PM Pg 1 of 1 Trans ID: SCP202011434

Certification: Agreement to Service

I certify that I am the party I have selected and agree that I will be notified via email. I understand that this will be considered service and I will no longer receive a paper copy of the documents from my adversary or the court. I also agree that the email address(es) indicated below will become part of the public case record.

Case notifications will be sent to the email address(es) below:

michael.levins1@lab.judiciary.state.nj.us

/s/Wade Boggs

Judiciary eCourts System - Special Civil Part My Account | Home | Help | Log

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eCOURTS HOME
ASSOCIATE TO A CASE - SERVICE NOTIFICATIONS
MY CASE LIST
CASE JACKET
User: newsrl2022

Welcome to eCourts

Select Court/Division: Special Civil Part View Case Jacket Associate to Case

eCourts Support and Contact Info
 Judiciary Help Desk: 609-421-6100
 eCourts Support: 8:00 AM - 5:00 PM Normal Business Days
 Need help? Check out our [training materials](#) and [FAQ](#)

Announcements

Search for Case

To search your case,

1. Select the Case Division
2. Select the Case County
3. Select the Docket Type
4. Enter the Docket Number
5. Enter the Docket Year
6. Click the Search Button

After clicking the Search button, you will then be able to view the contents of the electronic case jacket.

Home | Help | Log

User: John Smi

Judiciary eCourts System - Special Civil Part

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CASE JACKET

Search For Case Special Civil Part 1

Search for Case Jacket

Search By Docket Number

Case County: ESSEX 2 Ex. Atlantic

Docket Type: Landlord Tenant (LT) 3 Ex. Special Civil Part(DC)

Docket Number: 12 4 Ex. 012345

Docket Year: 22 5 Ex. 15

Search 6

User: John Sm

CASE JACKET

Docket Number: **ESX LT 000012 - 22**



Back Create Summary Report

Case Caption: Calello Agency Vs Frohwirth Spencer
 Court: Special Civil Part Venue: Essex Case Initiation Date: 01/03/2022 Age: 00 YR 00 MO
 Case Type: Residential Non-Payment Case Status: Active Demand Amount: \$0.00
 Case Track: Judge: Jury Demand: None Disposition Date:
 Case Disposition: Open Statewide Lien:

Plaintiffs (1) Defendants (1) ACMS Documents (1) Fees (1)

▶ Calello Agency

Case Actions

Filed Date ▲	Filings ▼	Docket Text ▼	Transaction ID ▼	Entry Date
01/03/2022	 	Complaint submitted by KINSTLINGER, ABRAHAM , on behalf of CALELLO AGENCY against SPENCER FROHWIRTH, assigned to court officer SWEETWOOD, JACQUELYN, A.	SCP20222650	01/03/2022

Showing 1 to 1 of 1 entries

My Case List

To view a summary of all cases in which you have associated yourself to (and been approved), click on the My Case List tab.

Select the correct court type to view any associated cases you may have for in Tax, Special Civil Part and General Equity Foreclosure.

The system will display your cases on a list. If no cases display:

1. You have not been associated to the case yet and you have a pending request.
2. You did not submit a request via the Associate to a Case
3. You are represented by an attorney

Please call the Superior Court Clerk's Office at (609) 421-6100 for help.



Judiciary eCourts System - Special Civil Part

My Account | Home | Help | Logon

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eCOURTS HOME | ASSOCIATE TO A CASE - SERVICE NOTIFICATIONS | **MY CASE LIST** | CASE JACKET

User: newprose41

Welcome to eCourts

Select Court/Division:

eCourts Support and Contact Info
 Judiciary Help Desk: 609-421-6100
 eCourts Support: 8:00 AM - 5:00 PM Normal Business Days
 Need help? Check out our [training materials](#) and [FAQ](#)

Announcements

There are no announcements.

To Return to Verify Agency and Email Screen click "Back"



Judiciary eCourts System - Special Civil Part

My Account | Home | Help | Logout

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eCOURTS HOME | ASSOCIATE TO A CASE - SERVICE NOTIFICATIONS | **MY CASE LIST** | CASE JACKET

User: newprose413

Select Court/Division:

Docket List For Associated Cases [?](#)

First < Previous Page 1 of 1 Next > Last

County ↕	Docket Number ▼	Case Caption ↕	Case Status ↕	
ATL	ATL-LT-000990-06	ATLANTIC VILLAS APTS VS DIAZ ALICE	DISMISSED BY COURT WITH PREJUDICE	View Case Jacket
ATL	ATL-LT-000985-06	ATLANTIC VILLAS APTS VS BRYANT BERNARD	OPEN	View Case Jacket

Denied Association Requests

If the Superior Court Clerk’s Office denies the request, the filer will receive a notice informing them that their request was denied, and to contact the Superior Court Clerk’s Office at (609) 421-6100 for additional information.

Denial Notice-Special Civil Part ESX-LT-000059-21



eCourtsDevDoNotReply Mailbox

Today, 3:15 PM

[View Profile](#)

*****IMPORTANT: This is an automated response. Please do not reply to this email.*****

Your request has been denied. For more informaton, please contact the Superior Court Clerk’s Office at (609) 421-6100.

Do not contact your local county or courthouse

*****IMPORTANT: This is an automated response. Please do not reply to this email.*****